

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**District of Columbia Office of the Attorney General**



**Attorney-Advisor**  
**District Department of Transportation**

**Vacancy Announcement #14-019**  
**Salary range: LS-14/15 -- \$99,294 - \$124,589\***

The Office of the Attorney General of the District of Columbia is seeking an Attorney-Advisor to work in the Office of the General Counsel (OGC) for the District Department of Transportation (DDOT or Agency).

DDOT provides municipal services in three distinct program areas: transportation infrastructure, transportation policy, and public space management. Each contribute to making District streets and public spaces effective means of transporting people, goods, and information efficiently and safely, with minimal adverse impacts on residents and the environment.

The incumbent will represent DDOT in adjudicatory and quasi-adjudicatory proceedings including representing the Department before the Office of Administrative Hearings, which conducts administrative hearings on appeals of unemployment compensation and notices of violations of the laws, rules, or regulations set forth in D.C. Law 6-100, the Litter Control Administration Act of 1985, effective March 25, 1986. The successful candidate will be responsible for preparing pretrial discovery, writing motions, preparing briefs, and conducting direct and cross-examination of witnesses, and may provide legal oversight of the D.C. Freedom of Information Act (FOIA) process.

The attorney will conduct legal sufficiency reviews of MOAs, MOUs, contracts, and grants; draft legislation; conduct legal research and writing; and prepare legal advice memoranda. The attorney will also provide legal support in achieving DDOT's objective to develop para-transit systems, water taxis, tour bus support services, light rail systems, and other transportation services to provide for safe and efficient movement of persons throughout the District.

The successful candidate will represent DDOT on matters before the Office of Employee Appeals (OEA), where Agency disciplinary actions are appealed. In addition, the incumbent will also respond to complaints of discrimination and represent DDOT before the Office of Human Rights (OHR) and the Equal Employment Opportunity Commission (EEOC) on mediations and fact-finding sessions.

Finally, the successful candidate for this position may provide legal guidance on personnel, employee, policy, legislative, and administrative matters. The attorney may serve as expert

advisor to management, legal staff and other personnel on union and employee relations matters. The incumbent may represent DDOT management in hearings, negotiations and settlement of grievances as well as represent the Agency in dealing with national and local headquarters of unions, the D.C. Office of Labor Relations and Collective Bargaining in connection with such matters as complaints, representational problems and proposed policies.

Other duties include responsibility for identifying and leading comprehensive studies to design and plan a future labor relations strategic program that is responsive to the Agency Director's mission and business practices. The incumbent may also plan, develop, evaluate and recommend personnel policies and procedures concerning adverse actions, performance-based actions, grievances and appeals, as well as determine the appropriateness of the Agency's policies and interpretations. Other duties include disseminating information to departmental officials regarding changes in personnel practices and procedures as a result of negotiation of union contracts or arbitration.

This position is outside the Collective Bargaining Unit. Candidates may be subject to a criminal background check. This position is a 13-month term appointment, contingent on Agency renewal.

The successful candidate must have a law degree and be a member of the District of Columbia Bar or eligible for waiver into the bar. Excellent oral and written communications and outstanding interpersonal skills are required. The successful candidate must have the ability to multi-task under tight deadlines. Open until filled. Screening of applications will begin on January 21, 2014.